

# Laynie Hildebrand

## SKILLS

Responsible, hardworking, fast learner, adaptable, and excellent customer and teamwork skills.

## EDUCATION:

### Colorado State University

- Interdisciplinary studies major
- Anthropology minor

### Central Oregon Community College, 2015-2016

- Pre-Vet Major

### Sisters High School, Class of 2015

- High School Diploma

## WORK EXPERIENCE:

### Multimedia training apprentice

- Manage Multimedia email box and prioritize incoming multimedia requests accordingly.
- Take digital photographs and videos on Andros as requested (e.g., facilities, equipment, structures). Edit photographs and video as necessary and provide photographs/video to customer in method/on media requested.
- Provide photography services support for program functions for special events, visitors, and conferences.
- Process photographs and videos in accordance with strict government and classified protocols.
- Be on-call after hours for any photographic requirements related to mishaps.
- Update External Newport webpage as needed (e.g., AUTEK's Condition of Readiness (COR) status, uploading data files).
- Update Close Circuit Television (Channel 4, OIC Channel) as needed or required (i.e., Hurricane/Tropical Storm updates).
- Oversee annual and quarterly audits of multimedia equipment.
- Maintain an organized folder structure of photographs on the AUTEK server.
- Maintain required multimedia records and logs.
- Prepare monthly progress reports.
- Perform data entry into the training database to update employee training and position records.

### Autry's 4 Seasons Florist – Receptionist, Florist

June 2020-Present

- Responsible for operating the shop in an organized, professional manner. Effectively learned the software system for recording stock, calculating prices for individual arrangements and catering to unique customer requests. Required to have excellent customer service skills and be competent in various microsoft office applications.
- Created unique floral designs per individual customer request. Took initiative to learn and grow professionally through various resources outside of work hours.
- Worked several weekends, holidays, night-shift and 12+ hour days.

### Rocky Mountain Wolf Project – CSU Representative

August 2017-January 2020

- Responsible for managing the CSU chapter of the rocky mountain wolf project, focused on reintroducing wolves to several areas of Colorado. Required to have extensive operational management skills in various stressful situations.
- Required to complete extensive research on the positive and negative effects of wolf reintroduction in order to write presentable arguments.
- Required to have the ability to field negative feedback from the community and publicly speak in an effective manner to unite the community towards a common goal.

### Central Oregon Animal Hospital – Animal Care Attendant

June 2016-January 2017

- Responsible for managing and caring for animals in various conditions. Required to have excellent customer service skills, including comforting and talking to distraught clients. Prepared procedure rooms and was responsible for ensuring all necessary supplies for all pre, during and post procedure care was in place.
- Responded to several high pressure emergency situations requiring fast decision making skills, flexibility and ability to take direction while staying calm and level-headed..
- Worked several weekends, holidays, night-shift and 12+ hour days.

**Aspen Lakes, Sisters – Busser, Waitress, Wedding Worker**

June 2013-August 2016

- Responsible for catering to customer orders and requests and creating a pleasing environment for all customers.
- Required to be friendly, have people skills, have an excellent memory and fast problem solving skills
- Worked several weekends, holidays, night-shift and 12+ hour days.

**ACTIVITIES, PROJECTS AND ACHIEVEMENTS:**

- Organized and managed a project to 3D print a beak for an eagle
- Trained a crow and an owl for educational research
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- Volunteer at the High Desert Wildlife Rescue and Rehab Center
- Volunteer at the Central Oregon Humane Society
- Volunteer at the W.O.L.F Sanctuary
- Science Fair Participant
- Phi Mu Sorority Member